



Montana Legislative Services Division
Office of the Code Commissioner

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August 5, 2008

REQUEST FOR QUOTATION

Preparing Indexes For 2009 Session Publications and Montana Code Annotated - 2009

(History and Combined Final Status, Legislative Review,
Session Laws, Montana Code Annotated)

Return bids to:

Gregory J. Petesch
Code Commissioner
Montana Legislative Services Division
State Capitol Rm 110
1301 E 6th Ave
PO Box 201706
Helena, MT 59620-1706
Telephone (406) 444-3064

Sealed bids will be received until 1:00 p.m., MST, Wednesday, September 10, 2008, at which time they will be publicly opened in Room 123, State Capitol.

Return your bid in an envelope that has been marked and highlighted on the lower left corner as follows:

Sealed Bid
Montana Indexes
To be opened September 10, 2008

CI0425 8218kha.

INDEX PREPARATION - 2009

INTRODUCTION

This request for quotation (rfq) is for the preparation of indexes for publications related to the 2009 Montana legislative session and for updating of the index for the Montana Code Annotated (MCA) to incorporate any additions, alterations, or deletions that need to be made to reflect passage of legislation during the 2009 session. The project includes indexes for the MCA and ancillary publications related to the MCA, consisting of the History and Final Status, Legislative Review, and the Laws of Montana (Session Laws). The MCA, History and Final Status, and Legislative Review each contain one general index. The Session Laws contain one index pertaining to appropriation-type legislation and another general index.

Bids are requested on a per-publication basis with a given estimate of number of pages for each publication. The Code Commissioner will determine the lowest bidder based on overall lowest competitive bid.

Samples of the 2007 indexes for these publications may be reviewed at the following electronic link:

<http://leg.mt.gov/utilities/download/indexsamples/samples.htm>

Please refer any questions regarding this rfq to Greg Petesch, Kevin Hayes, or Lee Heiman.

SPECIFICATIONS

COMPOSITION: Contractor will be required to provide electronic pdf files of each Index via an ftp site or on a CD-ROM.

Running heads on pages will be for the main level heading being carried forward. The security on the pdf files must allow saving the file as a Microsoft Word document or other type of file.

Pdf files will need to match the following specifications for page size and margins:

MCA: Files to be prepared with Century Schoolbook 9 pt typeface or equivalent. Entries to be boldface to match current format (see example at link listed above). Pdf files to be formatted to fit on 7" x 10" printed page with margins for recto page of .75" (left), .4" (right), .95" (top), .5" (bottom) (verso pages to be mirror image of recto pages).

History and Final Status: Files to be prepared with Arial 9 pt typeface or equivalent. Pdf files to be formatted to fit on 7" x 10" printed page with margins for recto page of .75" (left), .4" (right), .95" (top), .5" (bottom) (verso pages to be mirror image of recto pages).

Legislative Review: Files to be prepared with Century Schoolbook 9 pt typeface or equivalent. Pdf files to be formatted to fit on 7" x 10" printed page with margins for recto page of .75" (left), .4" (right), .95" (top), .5" (bottom) (verso pages to be mirror image of recto pages).

Session Laws: Files to be prepared with Century Schoolbook 9 pt typeface or equivalent. Pdf files to be formatted to fit on 6" x 9" printed page with margins for recto page of .75" (left), .4" (right), .95" (top), .5" (bottom) (verso pages to be mirror image of recto pages).

PRODUCTION
SCHEDULE:

Contractor will be required to provide an Index for the designated publication according to the following schedule:

Legislative Review: The later of 40 days after adjournment sine die of the 61st Montana Legislature or June 10, 2009.

History and Combined Final Status: The later of 45 days after adjournment sine die of the 61st Montana Legislature or June 15, 2009.

Laws of Montana (Session Laws): The later of 45 days after adjournment sine die of the 61st Montana Legislature or June 15, 2009.

Montana Code Annotated (MCA): The later of 110 days after adjournment sine die of the 61st Montana Legislature or July 20, 2009. An electronic version of the Index for the 2007 MCA will be made available to Contractor or will be provided on CD-ROM at Contractor's request.

AWARD:

The contract will be awarded to the lowest responsible bidder unless the Code Commissioner determines that awarding a contract will not be in the best interest of the Legislative Services Division. The Code Commissioner reserves the right to reject any bids if

they do not meet, in the opinion of the Code Commissioner, the requirements of this request.

Further, the Code Commissioner reserves the right to reject a bid from any bidder whose previous performance, in the opinion of the Code Commissioner, was either questionable or did not meet conditions of previous contracts. The best interests of the State of Montana will be considered when selecting the successful bidder.

Note: The reciprocal resident bidder preference provided for in 18-1-102 and 18-7-107, MCA, applies to this bid.

The Code Commissioner also reserves the right to waive immaterial deviations from the bid specifications.

PAYMENT:

The Legislative Services Division shall pay contractor the price and amount set out in the contractor's bid within 30 days after delivery to and acceptance by the Code Commissioner of the Index for each publication herein described and receipt by the Code Commissioner of a properly executed claim for the amount due.

STANDARD CONDITIONS

NO BIDDER COLLUSION: The bidder's signature on the bid guarantees that the prices quoted have been established without collusion with other eligible bidders and without effort to preclude the State of Montana from obtaining the lowest possible competitive price.

PREPARATION OF BIDS: Bids must be written in ink or typewritten and must be signed. Erasures and alterations must be initialed by the bidder in ink. Bid quotations must be firm.

WARRANTY: The bidder warrants that the Indexes will conform to the specifications herein requested and be of good material and workmanship and free from defect.

NONDISCRIMINATION: In accordance with federal and state laws, the bidder agrees that hiring will be on the basis of merit and qualifications and that the bidder will not discriminate against any client, employee, or applicant for employment or for services because of race, creed, political ideas, color, marital status, religion, national origin, sex, physical or mental disability, or age with regard to but not limited to the following: employment upgrading, demotion, or transfer;

recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; or rendition of services.

It is further understood that any bidder who is in violation of this clause is barred forthwith from receiving awards of any purchase from the State of Montana, unless a satisfactory showing is made that discriminatory practices have ceased and the recurrence of such acts is unlikely.

AUTHORITY:

Statutory authority for this bid may be found at 1-11-301 and Title 18, chapter 7, MCA.

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**PLEASE COMPLETE AND SUBMIT THE
FOLLOWING SHEETS AS YOUR PROPOSAL**

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Firm Name: _____

Address: _____

Telephone: _____

By (please print): _____

Signature: _____

Date: _____

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